

Resolution authorizing a contract with Crowe Horwath LLP, to provide Professional Consultant Services to develop a Proposal Scope of Work document for a full Service Enterprise Document Management Solution with the Franklin County Child Support Enforcement Agency.

(CHILD SUPPORT ENFORCEMENT AGENCY) (\$49,570.00)

WHEREAS, competitive sealed bids for RFQ Number 2011-08-09 were received and opened by the Purchasing Department on March 21, 2011; and

WHEREAS, Crowe Horwath LLP was determined to be the lowest and best bidder to provide professional services for the Franklin County Child Support Enforcement Agency (FCCSEA); and

WHEREAS, the FCCSEA intends to purchase and implement an Enterprise Document Management Solution in 2011; and

WHEREAS, the product selection of a full service Enterprise Document Management Solution would allow the FCCSEA to electronically capture images of all case file documents at first point of entry into the agency, electronically route all documents, scan all existing open case file documents and implement electronic workflows for all FCCSEA processes; and

WHEREAS, the Consultant's role will be to identify and document the FCCSEA's current work flow processes and use that information to assist in the development of the RFP, in particular the technical requirements of a system that will contribute to the agency's effectiveness by eliminating costly manual processes and reducing waste; and

WHEREAS, in order to maximize efficiency with our internal and external partners, the document management solution must include a method of sharing documents with those agencies and other government organizations; and

WHEREAS, the consultant will work in cooperation with department managers and supervisors to map and document all process workflows; and

WHEREAS, this contract follows the Federal guidelines for professional consultant services regulations to allow the County to obtain federal financial reimbursement; and

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WHEREAS, the original term of this Contract with **Crowe Horwath LLP**, is for the period of May 31, 2011, through May 30, 2012, however, all work is expected to be completed in calendar year 2011; now therefore:

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, FRANKLIN COUNTY, OHIO:

That the attached purchase order #10801087-00 is described on the accompanying Purchase Order Proof List and the attached contract with Crowe Horwath LLP is hereby approved in the amounts listed:

AGENCY:
Franklin County Child Support
Enforcement Agency

CONTRACT AMOUNT:
\$49,570.00

PURCHASE ORDER AMOUNT: \$28,000.00 (A new purchase order will be opened as needed for the remaining balance of \$21,570.00.)

Prepared by: Marjorie Tootle
cc: FCCSEA (3 Originals)